



## CITY OF MIDDLETON

P O Box 487  
1103 W MAIN ST, MIDDLETON, ID 83644  
208-585-3133, FAX: 208-585-9601  
WWW.MIDDLETON.ID.GOV

## Planning & Zoning Department Time Extension Checklist (Preliminary Plat)

Please submit all items listed below. Applications missing the following items will be deemed incomplete, and the application will not be processed.

Applicant	Description	Staff
	Completed and signed Master Land Use Application	
	Fee	
	Narrative fully describing the proposed project. Include the following: <ul style="list-style-type: none"><li>• Date of original approval</li><li>• Date the approval will expire</li><li>• Reason for inability to meet the required timeline</li><li>• Time period requested for an extension</li><li>• Progress made on the project to date</li></ul>	
	Recorded warranty deed showing proof of ownership	
	If a representative is submitting the application, provide a letter from the owner authorizing the representative to submit an application.	